

**BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT AND  
THE INSTITUTE OF TECHNOLOGY OF THE COUNTY OF BURLINGTON**

**SPECIAL MEETING**

A Special Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held at 8:30 am in a virtual format via Zoom Call on February 15, 2022.

Board Vice President, Mr. Robert Brittain called the meeting to order at 8:31 am and led the flag salute.

Mr. Brittain requested for Mr. Andrew Willmott to read the Sunshine Notice.

**Sunshine Notice**

Mr. Andrew Willmott, Board Secretary, stated that this meeting was in accordance with the Open Public Meeting Act and that this was a public meeting.

**Roll Call:** Andrew Willmott, Board Secretary, called the roll:

Tyler Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Michelle Parker	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

**Virtual public attendance by registering through Zoom:** R. Loughlin, C. Hewitt, K. Waldis

**Superintendent's Agenda:** Mr. Brittain asked Dr. Nagy to present his agenda to the Board. Dr. Nagy explained that there would not be a report at this time, but outlined the items listed on the agenda for approval.

On the agenda for approval include an authorization for bids for HVAC equipment, a job description and an employment termination.

Mr. Brittain requested the Board of Education members to make a motion on the agenda approval. On a motion by Ms. Anna Evans and seconded by Ms. Michelle Parker, the Board approved the agenda.

**Roll Call:** Mr. Andrew Willmott, Board Secretary, called the roll:

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Michelle Parker	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

**Public Comments:** Mr. Robert Brittain requested Mr. Willmott to announce any public attendees requesting to comment. Mr. Willmott invited the public to raise their hand to address the Board.

Mr. Willmott confirmed there were no requests to comment and this closed the public comment section of the meeting.

**Board Comments:**

Mr. Robert Brittain thanked everyone for attending the Special Board meeting. Mr. Brittain wished everyone a wonderful week and said he is looking forward to March 7, 2022 when the State of New Jersey will lift the mask mandate.

Dr. Nagy took the opportunity to announce that the school district is working on its decision for mask mandates in the schools. A notice will be sent out to all families prior to March 7, 2022. Dr. Nagy explained that the mandate to wear masks on school buses is a federal requirement and supersedes the State of New Jersey.

**Meeting Adjournment:**

Mr. Brittain called for a meeting adjournment. Ms. Michelle Parker motioned to approve and Mr. Tyler Burrell seconded the motion. Meeting adjourned at 8:36 am.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

**I. PERSONNEL**

**Burlington County Special Services School District/Burlington County Institute of Technology**

- 1. **Job Description** (Exhibit #1)  
Staff Training & Development Coordinator (Shared)

**B. Burlington County Institute of Technology**

1. **Resignation/Retirements/Termination: Full-Time**

Name	Position	Reason	Effective
#106830	Custodian	Termination	2/15/22

**IV. BUSINESS/FINANCIAL**

**Burlington County Special Services School District/Burlington County Institute of Technology**

1. **Authorization for Bids**

Authorization for Bids BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and Institute of Technology that the Business Administrator is hereby authorized to issue bid requests for the following for the 2021-2022 FY:

- BCSSSD HVAC EQUIPMENT
- BCIT HVAC EQUIPMENT



## **Burlington County Special Services School District / Burlington County Institute for Technology**

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### **Job Title: Staff Development & Training Coordinator**

#### **Minimum Qualifications:**

1. Bachelor's Degree or higher in Education, Human Resources, or relevant experience in lieu of a degree. Teacher certification preferred or experience in behavior management.
2. Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present to a variety of audiences in a positive manner.
3. Experience in coordinating programs related to staff professional development and continuing education and employee credentialing verification support.
4. Demonstrated ability to develop and maintain effective training programs for staff and administration.
5. Strong knowledge of Microsoft Office, Google Suites and Genesis utilization preferred.
6. Experience in Data analysis and analytics related to tracking trends, ensuring compliance to NJSMART and Department of Education requirements for employees.
7. Must possess or be able to obtain the following:
  - a. CPR, First-Aid, and AED Instructor certification through The American Red Cross
  - b. Required criminal history background check and proof of US citizenship or legal resident alien status.
  - c. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

#### **Position Description and Goal:**

BCSSSD/ BCIT seeks a dynamic and creative professional interested in leading and directing staff training and development. Investing in employees that are responsible to educate and care for some of the most dynamic people is critical to quality services in the education setting. Oversight and development of operational workforce planning, competency development, worksite observation, leadership development and staffing methodologies is paramount to the success of student learning and employee retention.

As the Staff Development and Training Coordinator, you will coordinate and support career development for employees from all stages of their professional services for the district. This

includes newly hired employees, interested in switching position locations, working with a different population, or looking to grow and strengthen leadership and career advancement. This position requires ongoing communication with the Personnel team, and School Administrators in addition to Burlington County school districts.

**Performance Responsibilities:**

Coordination and oversight in partnership with personnel and school administration of employee orientation including:

1. New employee orientation
2. Mentoring and oversight for teacher assistants, student teachers and substitute employees
3. Safety training and risk management review
4. OSHA and health and safety services training
5. Behavior Management and Applied Behavior Analysis (ABA) training in partnership with BCBA and Clinical Supervisor teams
6. Maintain trainer certification status and provide hands on training for all employees
7. Provide ongoing support and coordination of staff professional development
8. Provide Genesis & NJ Smart training and technical assistance in partnership with district data coordinators
9. Coordination and partnership with Personnel on employee credentialing (Alternate route CE certification)
10. Oversight and coordination for tuition reimbursements to ensure alignment with requirements of the school district
11. Coordination of internships and externships in partnership with Administrators
12. Building partnerships with higher education, College universities, and local county college for student teaching opportunities
13. Oversight Data analysis and assessment related to NJSMART requirements
14. Provide training and work with administration to assess, develop and implement training initiatives that support the Agency's commitment to professional development and growth
15. Act as Administrator for Genesis, safe schools and other training courses as needed
16. Adhere to and carry out all Agency policies and procedures.
17. Perform all other tasks as assigned
18. Work with County Workforce Development and other agencies to represent districts and gain resources related to state DOE initiatives, grants and professional staff development
19. Work with school administration on professional development speakers, and career pathway programs that benefit the district
20. Participate and serve as liaison to outside councils and committees to attract and partner with those entities interested in working with district education programs

- 21. District liaison for NJDOE compliance (collaborative leadership), professional development, licensing and certification, Career and Technical Education
- 22. Other duties as assigned

**Reports to: Assistant Superintendent / Personnel Coordinator**

**BOARD APPROVED:** \_\_\_\_\_